



CONVENTION AND VISITORS AUTHORITY

MEETING ROOMS

1. Electrical service is limited to installed plugs/Crouse-Hinds show power receptacles in each room.
2. Carpet/flooring may be placed on top of building carpet in the meeting rooms with permission from the Customer Account Manager. Visquene must be laid between the building carpet and the carpet/flooring being installed. Use only non-residue tape.
3. No signs, banners, lights, truss etc., may be hung from the ceiling or the support structures above the ceilings.
4. Nothing can be affixed to meeting room walls or doors.
5. No structures erected in these rooms may have any type of ceiling. All walls must be 18 inches below automatic fire sprinkler heads.
6. When constructing any wall units, care must be used not to obstruct any of the HVAC controls, light controls, electrical outlets, cable TV outlets, sound outlets, exit signs or exits.
7. All exhibits being set in a meeting room must have an approved floor plan. The floor plan must be submitted to the LVCVA Customer Account Manager at least 60 days in advance of set up.
8. All persons who are in the process of designing exhibits or displays for a meeting room are encouraged to contact the LVCVA Customer Account Manager for clarification of all rules and regulations.
9. Closet and utility rooms are not included with any meeting room. Theses are for LVCVA use only.
10. No meeting room wall partitions will be moved without LVCVA personnel present.